

We are seeking a highly skilled and motivated candidate to coordinate and support the New Jersey Poetry Out Loud program.

[Poetry Out Loud](#) (POL) is a partnership of the [National Endowment for the Arts](#), [The Poetry Foundation](#), and the state arts agencies of the United States. It is a national arts education program that encourages the study of great poetry by offering free educational materials and a dynamic recitation competition for high school students across the country. This program helps students master public speaking skills, build self-confidence, and learn about literary history and contemporary life.

In New Jersey, this program is carried out through a partnership between the [New Jersey State Council on the Arts \(State Arts Council\)](#) and [Count Basie Center for the Arts](#), in collaboration with regional arts partners.

More information about the program can be found at www.njpol.org.

The NJPOL Coordinator implements the program and reports to Co-Directors at the State Arts Council and Basie Center. The Coordinator will also work closely with regional partners, school administrators, teachers, teaching artists, and students. Because of the many partners involved in the program, strong organizational, communication (both verbal and written), and collaboration skills are essential.

A successful candidate has a positive track record of project management, adhering to budgetary constraints and deadlines. Candidate is self-directed and able to work efficiently with minimal supervision, monitoring program activities and goals, and communicating with stakeholders as needed.

The NJPOL program events and competitions for the 2021 – 2022 season will be held in person, in accordance with state and federal health and safety guidance. Program events will shift to virtual programming if necessary. Daily activities for POL will take place in a hybrid set up, with remote and in-office workdays at both partner locations, pending programmatic need.

Qualifications

- Hold 3-5 years of experience in project management, education program administration, or other relevant experience
- Hold 1-3 years of experience producing or coordinating live or virtual events
- Possess a collegial and collaborative spirit, display flexibility, and prioritize effectively
- Demonstrate the capacity to work effectively with co-directors, collaborate with staff, and oversee the operational and financial well-being of a program
- Demonstrate strong communication skills, both verbal and written
- Demonstrate knowledge of and the ability to work fluidly with technology including MS Office Suite with advanced Excel skills, social media, and web design tools
- Ability and willingness to travel in New Jersey. Possessing a driver's license and a car is recommended but not required. Mileage is reimbursed

Salary

- This is a full-time, (40 hr. per week) salaried exempt position. This position is eligible for the Basie's competitive benefits package that includes paid time off (personal, sick, and vacation), insurance (health, dental, vision, life, long- and short-term disability), and a 401(k) retirement plan.

Salary Range: mid-40s

Responsibilities and Duties:

Communications

- Manage and maintain program database using customer relationship software and cloud-based file system
- Maintain and enhance a system for communication with regional partners, facilitators, school administrators, teachers, teaching artists, students, and the general public about program updates, requirements, deadlines, etc.
- Collaborate with the State Arts Council and Basie Center Marketing & Communications team for marketing and outreach efforts, including social media digital content, print media, newsletters, and website presence to promote program awareness and visibility
- Collaborate with the Basie Center staff to complete grant-related requirements including grant writing, reporting, budgeting, and evaluation

NJPOL Contest & Workshops

- Create and manage program timeline including competitions, workshops, and state finals
- Coordinate professional development workshops for NJPOL facilitators and participating teachers
- Assist with regional competitions managed by the regional partners and production partners
- Coordinate and manage all aspects of the NJPOL State Finals
- Assist with recruitment and training of contest judges
- Represent NJPOL at events and meetings, as applicable
- In conjunction with NJPOL leadership, draft and disseminate contracts with vendors, venues, teaching artists, competition judges, regional partners, and guest entertainment

Logistics

- The NJ Poetry Out Loud Coordinator position is co-directed by two entities, the State Arts Council and Basie Center.
- The Coordinator shall be an employee of the Basie Center and as such, follow all human resources guidelines outlined by the Basie Center.

- The role will take place in a hybrid set up, with remote and in-office work days at both partner locations, pending programmatic need. The primary office location for the Coordinator is the NJ State Council on the Arts, 33 West State Street, Trenton. Secondary office location is Count Basie Center for the Arts, 99 Monmouth Street, Red Bank.
- The position is 40 hours per week. All full-time office personnel working an 8-hour day are entitled to a one-hour break for lunch.
- A willingness and ability to travel long distances within the state may be required. Out of state travel may be required in accordance with State of NJ health and safety protocols.

Applicants should forward a cover letter, resume, salary requirements, and list of references to: Ann Marie Keenan, Human Resources Director, at akeenan@thebasie.org.